

# The Hythe Community Primary School

Thorpe Road, Staines, TW18 3HD

Headteacher: Mrs Amy Peart | 01784 452972 | [info@hythe.surrey.sch.uk](mailto:info@hythe.surrey.sch.uk)

## School Fund Annual Report 2024-25

Copies to Trustees:-

Mrs Amy Peart

### Regarding School Fund Income 2024-25

All income and expenditure has been recorded against relevant headings, a breakdown of which is held electronically in School Cash Office (Tucasi).

We're pleased to say that trips took place during the year and Year 4 & Year 6 went on residential trips.

The PTA held a number of successful in school fundraising events including a very popular fireworks display. The PTA used their fundraising to subsidise the cost of school trips for all year groups. The PTA also funded leavers' books for Year 6 pupils.

We were also grateful to receive charitable donations from Egham United Charities and Schroeders Charity to help disadvantaged children attend residential trips.

We continue to be a cashless school, with all payments now made online.

We would like to take this opportunity to thank the PTA and parents who have made donations to the school fund, their support is invaluable.

Looking to the future we will continue to work with the PTA and the parents to raise valuable funds for the school for the benefit of our pupils.

The accounts were successfully audited by Tony Moore of Moore Accounting.

Claudine Ayles

Finance Manager

6<sup>th</sup> January 2026

**STATEMENT OF ACCOUNTS**  
**THE HYTHE COMMUNITY PRIMARY SCHOOL UNOFFICIAL FUND ACCOUNT**  
For the period 1st September 2024 to 31st August 2025

INCOME & EXPENDITURE	Current Year ending 31st August 2025			Previous Year ending 31st August 2024		
	£	£	Notes	£	£	Notes
<b>Income - Fundraising Events:</b>						
PTA funds collected on Scopay						
PTA Book donations	267			-		
PTA Christmas Raffle	920			251		
PTA Donations welcome	56			140		
PTA Autumn School Disco	875			651		
PTA Winter disco	1,064			-		
PTA Break the Rules Day	576			666		
PTA 2nd hand uniform donations	30			-		
PTA Easter Prize draw	168			578		
PTA Legoland tickets	3,800			-		
PTA Bingo	224			-		
PTA Colour run	825			-		
PTA Hythe Fest	290			1,047		
PTA Logo Competition	-			30		
PTA Summer Fair	-			1,017		
		9,095			4,380	
<b>Income - School Trips:</b>						
PTA contribution for school trips	5,435			3,918		
Reception Trips 23/24 - parental contributions	-			176		
Year 1 Trips 23/24 - parental contributions	-			841		
Year 2 Trips 23/24 - parental contributions	-			1,013		
Year 3 Trips 23/24 - parental contributions	-			740		
Year 4 Trips 23/24 - parental contributions	-			788		
Year 5 Trips 23/24 - parental contributions	-			1,137		
Year 6 Trips 23/24 - parental contributions	-			459		
Harbour Owl Babies visit - parental contributions	-			30		
Donations from parents for other pupils' trips	283			231		
<u>Y4 Summer 2024 Residential Trip</u>						
Year 4 summer 2024 Residential Trip Parental Contributions	-			5,526		
Year 4 summer Residential Schrodgers charity donation	-			798		
Year 4 summer 2024 Residential PP school	-			218		
<u>Y6 Summer 2024 Residential Trip</u>						
Year 6 summer 2024 Residential Trip Parental Contributions	-			10,053		
Year 6 summer 2024 Residential Egham United Charities donation	-			498		
Year 6 summer 2024 Residential Schrodgers charity donation	-			2,221		
<u>Y6 October 2024 Residential Trip</u>						
Egham United Charity Donation for 24/25 residential	-			681		
Y6 Oct 24 Residential Trip parental contributions	2,191			10,418		
Schrodgers Donation balance for residential trips and kit for pupils	-			300		
Egham United Charities donation balance	-			662		
Reception Trips 24/25 - parental contributions	456			-		
Year 1 Trips 24/25 - parental contributions	703			-		
Year 2 Trips 24/25 - parental contributions	344			-		
Year 3 Trips 24/25 - parental contributions	394			-		
Year 4 Trips 24/25 - parental contributions	863			-		
Year 5 Trips 24/25 - parental contributions	1,192			-		
Year 6 Trips 24/25 - parental contributions	669			-		
Donation from Wetlands Centre for coach (Y2)	800			-		
<u>Y4 Summer 2025 Residential Trip</u>						
Year 4 summer 2025 Residential Trip Parental Contributions	3,479			-		
Year 4 summer Residential Schrodgers charity donation	3,347			-		
<u>Y6 October 2025 Residential Trip</u>						
Y6 Oct 25 Residential Trip parental contributions	10,139			-		
Y6 Oct 25 EUC donation	763			-		
Y6 Oct 25 Residential donation	111			-		
		31,170			40,705	
<b>Other Income:</b>						
Parental Contributions for swimming	9,898			8,162		
23/24 PTA additional donation for swimming	-			952		
<u>23/24 Other Donations/ Collections</u>						
Donation from photographer (Xmas photos of families)	-			85		
Children in Need Spotty Day Collection	-			117		
Parental contribution to buy Christmas Carrolls books	-			524		
Egham United Charities - donation for car seat for family	-			260		
Jupiter donation for paint for fences/outdoor classroom	-			547		
Neighbourly donation for books	-			1,000		
Wear it Green Day (Mental Health charity collection)	-			124		
<u>24/25 Other Donations/Collections</u>						
Commission from photographer	168			-		
Fireworks Display ticket sales/stall donations/ balloon sales	5,107			-		
Gift Aid	562			-		
Parent Kind ASDA	94			-		
Egham United charities - donation for pupil's lunches	380			-		

Mini mapmaker refund	250	-
SATS buster books	221	-
	16,679	11,772
<b>TOTAL INCOME</b>	<b>56,944</b>	<b>56,856</b>

	£	£	Notes	£	£	Notes
<b>Expenditure - Fundraising Events:</b>						
Deposit for November 2025/ November 2024 Firework Display	300			300		
November 2024 Firework Display - fireworks/facepaints/balloons/flyers	3,379			-		
		3,679			300	
<b>Expenditure - School Trips:</b>						
23/24 Reception Trips	-			1,360		
23/24 Year 1 Trips	-			2,275		
23/24 Year 2 Trips	-			2,805		
23/24 Year 3 Trips	-			2,310		
23/24 Year 4 Trips	-			2,206		
23/24 Year 5 Trips	-			2,971		
23/24 Year 6 Trips	-			1,935		
23/24 Harbour Owl Babies visit	-			30		
23/24 Mini Map Makers	-			2,529		
Year 4 summer 2024 Residential costs	-			5,765		
Year 6 summer 2024 Residential costs	-			14,528		
Year 6 October 2024 Residential deposit	11,157			3,573		
Kit for pupils attending 2024 residential	-			134		
24/25 Y6 Trips	1,510			640		
Reception Trips 24/25	1,511			-		
Year 1 Trips 24/25	1,823			-		
Year 2 Trips 24/25	2,056			-		
Year 3 Trips 24/25	1,587			-		
Year 4 Trips 24/25	2,530			-		
Year 5 Trips 24/25	2,481			-		
Year 5 Trips 25/26	670			-		
Year 6 Trips 25/26	640			-		
Year 4 summer 2025 Residential costs	6,451			-		
Year 6 October 2025 Residential costs	11,671			-		
Year 6 October 2026 Residential cost	250			-		
		44,337			43,058	
<b>Other Expenditure:</b>						
HSBC bank charges	72			60		
VMS charges	619			682		
Audit fee	170			140		
23/24 Swimming money transferred to school	-			3,251		
Children in Need Spotty Day Collection	-			110		
Christmas Carrolls books	-			524		
Car seat for family (using EUC donation)	-			260		
Paint for fences/outdoor classroom (using Jupiter donation)	-			547		
Wear it Green Day (Mental Health charity collection)	-			124		
Coffee van for staff inset day	300			300		
Forest school for staff inset day	-			180		
Library books	1,589			158		
Y6 Leavers' books	832			763		
Red Nose Day donation	-			244		
2023 Y6 leavers' dinner money refunds	-			91		
The Hythe Values Badges	1,000			-		
SATS Buster books	221			-		
Pupil's lunches (using EUC donation)	380			-		
Crackers for Christmas lunch	85			-		
Retirement gift	250			-		
		5,518			7,433	
<b>TOTAL EXPENDITURE</b>	<b>53,534</b>			<b>50,791</b>		
<b>Net Surplus/(deficit) for the Year</b>	<b>3,411</b>			<b>6,065</b>		
Fund balance b/fwd from prior years	92,538			86,473		
<b>FUND BALANCE AS AT 31 AUGUST (Year-End)</b>	<b>95,949</b>			<b>92,538</b>		

ANALYSIS OF FUNDS:	£	Notes	£	Notes
General Reserves	1,555		2,133	
Harbour Expansion/ ICT suite	88,254		78,356	
Sports fundraising	1,582		2,154	
PTA funds on Scopay	6,451		1,318	
Profit from Fireworks Display Nov 24	1,428		-	
Residential Trips 25/26 - deposit less parental receipts to date	(66)		8,421	
Non residential trips 24/25 - shortfall to be funded with pupil premium funding	(1,683)		-	
Non residential trip 25/26 & 24/25 paid in advance	(1,310)		(640)	
Library books donation	8		58	
Book fair float	30		30	
Neighbourly book donation	-		1,000	
Deposit for Fireworks event November 25/ November 24	(300)		(300)	
Children in Need donation	-		7	

## FUND BALANCE AS AT 31 AUGUST (Year-End)

95,94992,538

Represented by:

## BALANCE SHEET: ASSETS AND LIABILITIES

## Current Year ending 31st August 2025

## Previous Year ending 31st August 2024

	£	£	Notes	£	£	Notes
--	---	---	-------	---	---	-------

Assets	Balance as per Bank Statement 31 August	96,453.93		91,219	
	Bank charge for July 24 & Aug 24 posted to Scopay Sept 24			10	
	Receipts on Scopay from parents in Aug 24 transferred to bank in Sept 24			1,061	
	Receipts on Scopay from parents in Aug 25 transferred to bank in Sept 25	60			
	Less unrepresented cheques	(595)		(73)	
	Cash at Bank	<u>95,919</u>		<u>92,218</u>	
	Float for book fair	30		30	
	Posting error corrected Sept 24			290	
	Total Assets	<u>95,949</u>			92,538
	Less: Liabilities				
Sundry Creditors		0			
Net Current Assets					
	<u>95,949</u>		<u>92,538</u>		



### (iii) UNOFFICIAL SCHOOL FUNDS - AUDIT CERTIFICATE

SCHOOL NAME: The Hythe School	DfE Nb: 936/2928
-------------------------------	------------------

#### Unofficial School Funds – Audit Certificate for Year Ended 31 August 2025

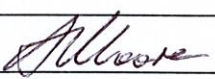
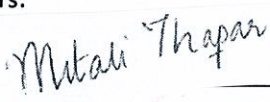
I CERTIFY:

1. That the following is a complete list of funds (other than Governor Funds which are administered as a charity, by Trustees) which, although not the direct responsibility of the Local Authority, were being administered for the benefit of the school and its pupils during the year ended 31 August 2025;

Name of Fund/Account(s)	Purpose of Fund/Account	Amount in Fund/Account as at 31 August 2025
The Hythe School Fund	To administer school trips, swimming and raise funds for the school	£95,949

2. That the checks on the Unofficial School Funds Audit Checklist have been completed and that, in my opinion, all such funds have been verified as being correct for the accounting year ending 31 August 2025;
3. That an independent person nominated by the governing body has audited these funds. An independent person is someone who is not involved in any way with the management of the Unofficial School Funds and is not related to anyone involved in the management of the funds;
4. That an independent person nominated by the governing body is not a Governor of the School.

Signed by:

Independent Examiner:	Chair of Governors:
Signature: 	Signature: 
Print Name: Anthony Moore	Print Name: MITALI THAPAR
Date: 3rd November 2025	Date: 13/11/25
Qualified Accountant (delete as applicable)	
Contact Number: 07712162998	
Contact Email: tony.moore.17@hotmail.co.uk	

## (ii) UNOFFICIAL SCHOOL FUNDS - AUDIT CHECKLIST

### DOCUMENTATION

The Independent Examiner of the Unofficial School Funds should have access to:

1. Bank statements for the last Accounting Year e.g. 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025
2. Cheque books and paying in books for the last Accounting Year e.g. 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025
3. Receipt books
4. Accounting Records (e.g. cashbooks / spreadsheets) used to record all transactions during the year and, if relevant, the amounts held for each project
5. All bank reconciliations performed during the year
6. Invoices / payment vouchers to evidence payments processed throughout the year
7. Annual statement of accounts
8. A copy of the School's Finance Policy or Unofficial School Funds Policy if this is separate from the Finance Policy
9. Guidelines for Auditing Unofficial School Funds (Section X of the Finance Manual – Contents Section 2.5)
10. Governing Body Minutes showing the presentation and approval of the previous year's audited accounts and any actions / decisions taken during the year

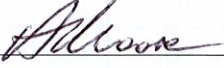
### CHECKS

The Independent Examiner should complete the checklist below.

**\* For these questions, checks should be made on a sample basis of a minimum of 10 transactions selected across the year.**

CHECKS	ANSWER (Yes/No/In Part)	COMMENTS <i>If the answer is No or In Part, use the Comments column to summarise the position and to list Action Points and /or Recommendations</i>
<b>CASH AND CHEQUE RECEIPTS/PROCESSES</b>		
Have receipts been issued for all income received? *	Yes	System generated
Has all the income received been entered in the accounting records? *	Yes	
Has the paying in book been completed fully? *	Yes	
Have paying in slips been stamped/ initialled by the bank?	Yes	
Do the paying in slips agree to the entries in the accounting records? *	Yes	
<b>PAYMENTS MADE FOR GOODS/SERVICES</b>		
Have the authorised signatories been recorded in the school's Unofficial School Funds Policy or Finance Policy?	Yes	
Have all invoices/payment vouchers been signed to demonstrate authorisation by the designated signatories? *	Yes	
Are there invoices/payment vouchers which match all cheques processed? *	Yes	
Are cheque counterfoils sequential and do they agree to the school's record of the cheque books issued?	Yes	
Have any spoiled/cancelled cheques been retained with the cheque book?	Yes	
Is all expenditure appropriate and in accordance with the purpose of the fund as recorded in the school's Finance Policy or Unofficial School Funds Policy?	Yes	
Are there corresponding payments related to income received for a specific purpose?	Yes	
Have all the payments been entered in the accounting records? *	Yes	
<b>BANK RECONCILIATION</b>		



Are the bank statements for the full year present (sequential)?	Yes	
Have all the income banked and payments made appeared on the bank statements? *	Yes	
Have regular reconciliations, including a reconciliation at year-end, been carried out between the bank statements and accounting records, and do they show e.g. un-presented cheques/income not banked/bank errors?	Yes	
Is there evidence that all reconciliations have been independently checked by the Headteacher or Bursar?	Yes	
Do the brought forward and carried forward balances at the start and end of the year in the accounting records agree to the bank statement?	Yes	
<b>GENERAL</b>		
Have expenditure, income and balances been compared to the previous year for reasonableness to give assurance-over completeness of processing?	Yes	
Is the Annual Statement of Accounts correct for discussion and approval by Governors?	Yes	
<b>ANY OTHER COMMENTS OR RECOMMENDATIONS</b>		
Document any recommendations resulting from this audit which you consider would improve the quality of the record keeping and management of the Unofficial School Fund account.		
<div style="display: flex; justify-content: space-between;"> <div> <p>SIGNED by Independent Examiner: </p> <p>Name: Anthony Moore</p> </div> <div> <p>Qualified Accountant / Unqualified (delete as applicable)</p> <p>Date: 3rd November 2025</p> </div> </div>		